

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) & SHORT COURSES ADMISSIONS POLICY

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<b>Related Policies &amp; Procedures</b>	<a href="#">Equality &amp; Diversity Policy</a> <a href="#">English Language Requirements Policy</a> <a href="#">Tuition Fees Policy</a> <a href="#">Fee Assessment Policy</a> <a href="#">Data Protection Policy</a>

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## 1. SCOPE

- 1.1 The aim of this policy is to support the admission of students through procedures that are fair, transparent and applied consistently. LSHTM is committed to providing a professional and efficient admissions service which is consistent with good practices as defined by the Quality Assurance Agency's UK Quality Code, Advice and Guidance: Admissions, Recruitment and Widening Access:

<https://www.qaa.ac.uk/en/quality-code/advice-and-guidance/admissions-recruitment-and-widening-access>

## 2. PURPOSE & OVERVIEW

- 2.1 LSHTM aims to admit students from different cultures and with different levels of experience who can benefit from the postgraduate teaching programme and contribute to the learning experience of others. LSHTM is committed to an educational environment, which provides equality of opportunity and freedom from discrimination on grounds of religion, race (including colour, citizenship and ethnic origin), political affiliation, disability, sexual orientation, age or gender.

- 2.2 Applicants will be considered based on their merits, abilities and potential. LSHTM welcomes applications from students with disabilities and aims to offer as much assistance as possible to accommodate their needs.

- 2.3 LSHTM takes all reasonable steps to ensure that the application procedure, programmes and examinations are organised and delivered to give the best opportunity for full participation by all students.

LSHTM is also committed to providing an inclusive education, research and working environment free from bullying and harassment, ensuring all staff and students are treated and treat others with respect, consideration, courtesy and dignity at all times.

<https://www.lshtm.ac.uk/aboutus/organisation/governance/equality-diversity-inclusion>

- 2.4 This policy refers to LSHTM's **Continuing Professional Development (CPD) & Short Courses** only. It does not include:

- applications for LSHTM's taught or distance learning postgraduate MSc degree programmes; or
- applications for LSHTM's postgraduate research degree programmes.

## 3. APPLICATION PROCESS

- 3.1 All applications for admission to one of LSHTM's Continuing Professional Development (CPD) and/or Short Courses should be submitted online via:

<https://www.lshtm.ac.uk/study/courses/short-courses/>.

- 3.2 Information on the process of how to apply is available at:

<https://www.lshtm.ac.uk/study/applications/applying-short-courses-modules>

- 3.3 Once an application is submitted, an initial check will be made by the Short Courses team in the Registry to ensure completion. Complete applications are then forwarded to the relevant Course Organiser, or another nominated member of the programme staff (henceforth 'Admissions Tutors').

- 3.4 Some popular courses have a specific closing date for the submission of applications. These are listed on our website: <https://www.lshtm.ac.uk/study/courses/short-courses/a-z>.

- 3.5 LSHTM reserves the right to close over-subscribed programmes ahead of the specified final closing dates.

## 4. ENTRY REQUIREMENTS

- 4.1 Entry requirements apply to LSHTM's '**assessed**' Short Courses only. These include the:
- Professional Diploma in Tropical Nursing
  - Professional Diploma in Tropical Medicine & International Health (London)
  - Professional Certificate in Pharmacoepidemiology & Pharmacovigilance
- 4.2 Applicants to the above courses should refer to the '**How to Apply - Entry Criteria**' section of the course web page for detailed information on academic eligibility:  
<https://www.lshtm.ac.uk/study/courses/short-courses/a-z>.
- 4.3 Applicants to Short Courses must be fully competent in the English Language. All applicants whose first language is not English will normally be required to achieve one of a number of English Language qualifications intended for academic purposes that are approved by LSHTM. Full details of our English Language requirements can be found [here](#).
- 4.4 LSHTM may request a discretionary English test, even if the applicant has met the minimum English language requirements.

## 5. OFFER OF ADMISSION

- 5.1 Offer of Admission is normally based on the information provided on the application form and relevant supporting documentation. An Offer of Admission will be sent to all successful applicants by e-mail.
- 5.2 An Offer of Admission includes:
- the course start and end dates;
  - the course fee and deadline for payment;
  - visa information;
  - conditions of the Offer of Admission, if applicable.
- 5.3 All Offers of Admission will be conditional until any outlined conditions are met.
- 5.4 Failure to meet all conditions of an Offer of Admission will result in the offer being rescinded.
- 5.5 If an applicant wishes to declare a disability they are advised to contact the Student Support Team for further advice and support.

## 6. REJECTION

- 6.1 Unsuccessful applicants will be notified of the decision and reason(s) for rejection via email.
- 6.2 Admissions Tutors must indicate the reason(s) for rejecting an application. These reasons can include, insufficient academic grades, insufficient experience, or the programme of study deemed being unsuitable.
7. The Professional Diploma in Tropical Medicine & Hygiene is only open to fully qualified physicians who hold a medical qualification from a recognised medical school and a current licence to practice medicine.

## **8. WAITING LISTS**

- 8.1 If a course is oversubscribed, a waiting list may be put into operation. Applicants will be notified by email if they are on a waiting list. Please note, local procedures for handling waiting lists may vary between courses.

## **9. DEFERRAL OF ADMISSION**

- 9.1 LSHTM does not permit applicants to defer their Offer of Admission or payment to the next entry point of a course.

## **10. COURSE CANCELLATION & AMENDMENTS**

- 10.1 LSHTM may cancel courses two weeks before the first day of the course if the expected numbers of registrants is insufficient. In such circumstances, course fees will be refunded in full.
- 10.2 If there is a significant amendment or a withdrawal of a course between the publication of LSHTM's prospectus and the start of the course to which an applicant has applied, LSHTM will notify all affected applicants as soon as possible by email, indicating any available options.
- 10.3 LSHTM cannot accept responsibility for accommodation, travel and other losses incurred as a result of the cancellation, withdrawal or amendment of a course.

## **11. TUITION FEES**

- 11.1 The course fee must be paid in full by the fee deadline date, as stated on the applicant's invoice, to confirm their place on the course.
- 11.2 Tuition fees will not be refunded if notification of withdrawal from the course is received after the fee deadline date, unless there are exceptional circumstances. Refund requests will be considered on a case-by-case basis.
- 11.3 Please see LSHTM's [Tuition Fees Policy](#) for full guidance.

## **12. RECOGNITION OF PRIOR LEARNING (RPL)**

- 12.1 Applicants who are admitted to the Professional Diploma in Tropical Medicine & Hygiene, upon successful completion of the course and with appropriate approval, use RPL for entry to the second term of LSHTM's MSc in Tropical Medicine and International Health programme, subject to completing entry assessments.
- 12.2 For further information please refer to the LSHTM's [Recognition of Prior Learning Policy](#).

## **13. VISAS & IMMIGRATION**

- 13.1 Applicants are responsible for obtaining any requisite visa or other immigration permissions to attend a course at LSHTM. Starting the visa/immigration application process as early as possible is strongly recommended.

13.2 Immigration and visa guidance and information can be obtained from LSHTM's Immigration Advisory Service by emailing [visa-enquiries@lshtm.ac.uk](mailto:visa-enquiries@lshtm.ac.uk).

13.3 Further information and guidance on visa requirements for Short Courses can be found [here](#).

## **14. APPEALS & COMPLAINTS**

14.1 Applicants wishing to submit an appeal against any decision regarding their application to LSHTM, or a complaint about the handling of an application should submit a written request to the [Head of Admissions](#), following the procedures outlined below:

### **14.2 English Language**

If an applicant believes that they should not be required to take an English language test, they must provide a written statement outlining their reasons for this within their appeal. This statement will be reviewed by the Short Courses team and passed to the Head of Admissions and/or Admissions Tutor for further consideration.

If the appeal is accepted, this condition will be met. If the appeal is rejected, the English language requirement will remain as a condition of the Offer of Admission.

### **14.3 Offer of Admission Decision**

Appeals against a decision to reject an application will be reviewed by the Short Courses Manager. Applicants should submit a written statement explaining why they feel the decision should be reviewed, stating the grounds to be considered. Appeals will be referred to the Head of Admissions, who will seek further information from the relevant Admissions Tutor(s), if required. A final decision and any relevant feedback will be provided to the applicant via the Head of Admissions or their nominee.

### **14.4 Complaints**

Applicants wishing to submit a formal complaint about the handling of their application should provide a written statement, containing full details and supporting evidence regarding how the administration of their application has been below expected service standards. This should be submitted to the Head of Admissions, for initial review, but may be passed to the Head of Registry for full investigation. Upon review, a final decision and any relevant feedback will be sent to the applicant via the Head of Admissions.

14.5 Appeals and complaints in relation to any of the categories listed above must be submitted within 20 days of receipt of a final decision on an application. Appeals and complaints received after this date will not be considered.

14.6 For each appeal and complaint category, the Head of Admissions' decision will be final. This decision may be made in consultation with the Head of Registry and/or other relevant LSHTM staff.

## **15. CRIMINAL CONVICTIONS**

15.1 LSHTM is committed to assessing all applications on their academic merit. However, it does have to balance this with its duty to ensure the safety and wellbeing of its staff and student community. Having a criminal record does not necessarily prevent an individual from studying at LSHTM. The final decision is very much dependent on the background and nature of the offence(s).

- 15.2 As part of the application process students are required to declare any relevant ['unspent' criminal conviction\(s\)](#) in their application form
- 15.3 Convictions that are ['spent'](#) are not considered to be relevant and applicants are not required to disclose these. The Rehabilitation of Offenders Act 1974 enables some convictions to become "spent" after a "rehabilitation period". The rehabilitation period varies depending on the sentence imposed by the court.
- 15.4 The information provided by applicants will be kept in the strictest confidence and will be considered separately from academic achievements. Submitted information will be reviewed by a Criminal Convictions Panel consisting of the Academic Registrar, Head of Registry and the relevant Faculty Taught Programme Director who will consider the potential impact of the offence on staff and students.
- 15.5 When considering ['unspent' criminal conviction\(s\)](#), the Criminal Convictions Panel will take into account the following factors: the nature of the offence(s);
- the time that has passed since the offence was committed;
  - any additional information provided by other sources, such as the Probation Service, Social Services or senior prison officers, in the form of independent references or reports;
  - if more than one offence was committed, whether each was a separate offence or part of a series of similar offences;
  - the potential impact on fellow students, staff and others with whom the applicant will have contact.
- 15.6 One of the following decisions will be made by the Criminal Convictions Panel:
- to require further information from the applicant or a third party;
  - to permit an offer to be made with no further conditions;
  - to permit a conditional offer to be made, for example with a condition relating to pastoral issues such as support for the applicant; in such cases the Head of Admissions will contact the applicant to outline the conditions set by the Criminal Convictions Panel;
  - to reject the application; in this case the Head of Admissions will contact the applicant to inform them of the decision.
- 15.7 Applicants wishing to discuss anything related to criminal convictions should contact the [Head of Admissions](#) in the first instance. All conversations will be treated as strictly confidential.

## **16. FRAUD & MISREPRESENTATION**

- 16.1 It is the applicant's responsibility to ensure that the information included on their application form and supporting documentation is accurate and complete.
- 16.2 LSHTM will investigate any application suspected of including misleading, false or fraudulent information and/or documentation.
- 16.3 LSHTM reserves the right to reject or withdraw any applications found to contain misleading, false or fraudulent information and/or documentation.
- 16.4 LSHTM reserves the right to withdraw any Offer of Admission made if an application is subsequently found to contain misleading, false or fraudulent information and/or documentation.
- 16.5 LSHTM reserves the right to terminate the registration of any student if an application is subsequently found to contain misleading, false or fraudulent information and/or documentation.

## **17. DATA PROTECTION**

- 17.1 LSHTM complies with the General Data Protection Regulation (GDPR) 2018 in its use of applicant data. Please see the [LSHTM Data Protection Policy](#) for further details.
- 17.2 LSHTM uses anonymized data for statistical and reporting purpose in order to fulfil its functions as an education provider.

## **18. CONTACT DETAILS**

- 18.1 For further advice or clarification regarding admissions processes, practices or the content of this Policy, please contact [shortcourses@lshtm.ac.uk](mailto:shortcourses@lshtm.ac.uk).